



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY  
GOVERNOR

LYNDO TIPPETT  
SECRETARY

April 21, 2004

To: All Location & Surveys Personnel

From: Charlie Brown *on*  
State Location & Surveys Engineer

Subject: Pers 2004-1  
Seeking Employment with an L&S Contracted Private Engineering Firm

Although I would hate to see any of you leave Location & Surveys, or NCDOT, I know it happens on occasion. This memo is to address certain actions that have to be taken by you and the Private Engineering Firm (PEF) prior to you working for them. These rules only apply to firms that have an existing contract with Location & Surveys or the Highway Design Branch.

You have the freedom to seek employment from any PEF, whether contracted with us or not. If you seek out a firm for potential employment, or answer a newspaper ad, you may ask salary ranges, you may ask about employment opportunities; you may basically ask anything at all about employment with that firm. Before that firm may discuss employment with you, they must obtain approval from Mr. Art McMillan, State Design Engineer, Highway Design Branch. This is to ensure that you were not involved in the selection of that firm for contracted services.

I have never heard of anyone not given approval to discuss employment with personnel from our Unit. However, NCDOT takes this rule very seriously. If the firm you are talking to should hire you without NCDOT approval, that firm risks losing its contract. In consideration of this, it is your responsibility to make the firm aware, prior to them making you an offer, that you are a Location & Surveys employee. At that point, they may proceed with gaining approval from the Highway Design Branch manager.

Again, I would hate to see any of you go. I am confident that the implementation of Technicians' Skill Based Pay will provide you with a salary and opportunities commensurate with those you may receive from a PEF. But, if you should choose to look around, please help to make certain that NCDOT's rules are followed.

As always, thank you for the wonderful work you do, and for your cooperation in this. Please do not hesitate to contact me with any questions or concerns.

CWB

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